

STATE OF MONTANA JOB VACANCY
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4 Page Document

Department of Transportation
Human Resources
2701 Prospect Avenue
PO Box 201001
Helena, Montana 59620-1001

July 7, 2008 Internal/External

Position Title:	Engineering Manager
Working Title:	Construction Engineer
Position Number:	54157028 (Glendive)
Classification Code:	119417
Work Comp Code:	9411
Bargaining Unit/Code:	0000-9 – Management
Division:	Engineering
Location	Glendive or Miles City
Job Status:	Permanent
Work Shift:	8:00am – 5:00 pm
Area Code:	212/032120 – 513/025133
Supervisor:	Ray Mengel (Glendive)
Band/Grade:	Band 7
Salary:	\$80,844 Annually Salary will be set in accordance with the 020 Pay Plan Rules.
Supplement:	No
Closing Date:	Open Until Filled. Review of applications will begin on February 15, 2008. (First review date).

Application Deadline

The location for this position will be either Miles City or Glendive.

Application materials from interested Department of Transportation employees must be submitted online or received in the Human Resources office in Helena by 5:00 p.m. on the closing date.

In-state and out-of-state applications are due by 5:00 p.m. Mountain Time on the closing date. You can apply for this position online. Alternatively, you can mail a completed State Application Form (PD-25) to the address shown above or to a local Montana Job Service Workforce Center.

Please visit the MDT website at <http://www.mdt.mt.gov/jobs/> for additional employment opportunities and information.

Consideration may be given to filling the position with a training assignment.

Application and Selection Process

Factors to be considered in evaluating an applicant's qualifications will include the following:

1. An evaluation of the Montana State application form (PD-25) or the **MDT Application form (available on-line at www.mdt.mt.gov/jobs/)** and supplemental questions for minimum qualifications.

2. Top qualified applicants may be ranked for interviews based on Caliper Profile testing.
3. A structured interview (100% weight using a pass/fail process).
4. Final interview.
5. Reference checks.

All applicants must submit the following documents by the closing date to be considered for this position. These documents will be used to evaluate your qualifications.

A signed and completed State of Montana Application (PD-25) or the **MDT Application form (available on-line at www.mdt.mt.gov/jobs)**.

A resume.

A copy of your college transcripts.

An employment preference is available to eligible veterans, disabled veterans, handicapped civilians, and spouses of certain veterans and handicapped civilians. If claiming preference, the employment preference form (PD-25A, 12/93) plus the DD-214 (and DPHHS certification, if appropriate) must be submitted with the application.

Note: **Applicant must complete ALL sections of the state application.**

Failure to submit completed application materials as specified above will result in disqualification from the selection process. Late applications will be disqualified.

Transcripts: If you have attended or graduated from a college, university, community college, vocational-technical, or other school beyond high school, you are encouraged to submit grade transcripts because they help determine whether you are qualified to continue in the selection process. If you have a master's degree, include transcripts for both your master's and your bachelor's degrees.

If you are the successful candidate, and the position for which you applied requires a degree(s), or you used a degree to meet position qualifications, you will be REQUIRED to produce a copy of the official transcript(s), which must show the degree(s) and date(s) awarded, as a condition of employment.

Description of Position

The District Construction Engineering is responsible for directing and overseeing District Construction program operations and activities throughout all phases of highway construction projects, including responsibility for directing the final review of plans, specifications, and estimates for accuracy and ability to be constructed; determining and resolving technical construction problems within proposed contract plans; and developing solutions to a broad range of engineering deficiencies and contract administration problems. The scope of duties includes program planning and administration; project management and contract administration; District Construction operations management; and performing a variety of other duties as assigned. The incumbent reports to the District Administrator and provides direct supervision for 17 professional and technical staff.

Job Requirements

Knowledge: Working knowledge of Civil Engineering principles, practices, and methods as related to design and construction of highways; state and FHWA highway design procedures; specifications and engineering; the organization, policies, and work practices; and the procedures and practices relating to the preparation of projects for contract and letting of contracts.

Skills: This position requires advanced skills in planning and directing engineering activities; budgeting; applying analysis and judgment in arriving at solutions to difficult engineering and contract problems;

communicating effectively verbally and in writing; exercising professional judgment to arrive at timely decisions in complex situations; establishing and maintaining effective working relationships; applying analysis and judgment in arriving at solutions and make appropriate choices among options and alternatives; and to motivate and direct staff to meet Department goals.

Behaviors:

Attention to Detail: Able to review data/documents for accuracy and consistency; take action to prevent mistakes; follow procedures closely; keep records accurate and up to date; and test services/applications rigorously when needed.

Decisiveness & Judgment: Able to demonstrate good judgment in routine day-to-day decisions; independently make decisions and take action, even in non-routine situations; make reasonably quick decisions, when necessary, even with incomplete information; consider impact of various options when making decisions; and use good judgment in deciding whether to make a decision or escalate it.

Flexibility & Achieving Change: Able to positively deal with changes that affect job requirements; adapt to shifting priorities in response to the needs of internal and external clients; quickly recognize situations/conditions where change is needed; work to clarify situations where information, instructions, or objectives are ambiguous; and support organizational change.

Open Communication: Able to practice active and attentive listening skills to verify understanding; adapt communication content and delivery to audience; proactively inform others about developments relevant to the team; openly express opinion, even when different from that of others; and respond to differences of opinion constructively.

Problem Solving & Analysis: Able to gather appropriate data and diagnose the cause of a problem before taking action; separate causes from symptoms; apply lessons learned from others who encountered similar problems or challenges; anticipate problems and develop contingency plans to deal with them; and develop and evaluate alternative courses of action.

Education & Experience: Bachelor's Degree in Civil Engineering or a related field and six years of progressively responsible civil engineering work, with a minimum of two years in a progressively responsible supervisory capacity. A Professional Engineering License is required for this position.

The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the State to consider any such accommodation, the applicant must make known any needed accommodation.

MDT attempts to provide accommodations for any known disability that may interfere with a person participating in any service, program or activity of the Department. Alternative accessible formats of this information will be provided upon request. For further information call (406) 444-6331 or TTY (800) 335-7592, or by calling Montana Relay at 711.

In compliance with the Immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to supply documentation within 3 days of hire proving that he/she is eligible to work in the United States. Examples of documentation include a social security card along with a driver's license or other picture

ID, a US passport or a green card. The Department of Transportation does not sponsor H1B Visa Petitions. To be eligible for permanent employment with the Department, an applicant must have a current US Green Card.

In accordance with the Montana compliance with military selective service act, males new to state government employment must produce documentation showing compliance with the federal military selective service act. Examples of this documentation include a registration card issued by selective service, a letter from selective service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with selective service was not done knowingly or willfully.